Module 10

Chapter 1

Building Local National Positions

Chapter Overview

Introduction   This chapter explains the position structures used for Local National (LNs) positions in the DCPDS. It outlines the unique data fields required for LNs.

Chapter Contents

Before You Begin   Building an LN position is the same as an Appropriated position, except there are unique LN Descriptive Data Fields (DDFs) that are used when appropriate.

Note: Some position fields are auto-populated by the system. Users determine if the value that is auto-populated is appropriate or should be changed.

Building an LN Position

Purpose   This section explains how to build an LN position.

Accessing the Position Window

Step	Action
1	Select your responsibility from the **Responsibilities** window, i.e., LN Classifier, LN Personnelist, etc.
2	**Navigation Path** ∏ *Work Structures* ∏ *Position* ∏ *Description* ∏ <**Open**>

Building an LN Position

Step	Action
1	In the **Position** window, follow the steps in Module 2, Chapter 1, Building Positions, starting with the section, "Completing the **Position** window and flexfields."
2	Continue the steps in section, "Completing the **Additional Details** window", in Module 2, Chapter 1.
3	Click the<**Others**> button at the bottom of the **Position** window. The **Navigation Options** window opens.
4	Select the appropriate Agency (Ex: **Air Force Local National**, **Army Local National**, **Navy Local National**).
5	Click the<OK> button. The **Extra Position Information** window with position type (DDFs) displays.
6	Complete the **Extra Position Information** data fields as described in Module 2, Chapter 1, section "Completing the **Extra Position Information**
7	Continue following the steps in Module 2, Chapter 1, Section "Completing the **Multiple Agency Information** window, through "Validating the Position."
8	<**Validate**> the position.
9	Click the<**Save**> button. You can now use the validated position in your actions.
Note:	The Position Organization Address (POA) build is what prints on the RPA.